

SUPERINTENDENT OF WASTEWATER COLLECTION

NATURE OF WORK

This is responsible administrative and technical work supervising the operation, maintenance, repair, cleaning and construction activities of sanitary sewer collection, pumping, conveyance pipelines, facilities and systems.

Work involves administrative responsibility for the establishment of specific standards, programs, and procedures to accommodate planning, organizing, inspecting and reviewing the work of subordinate personnel engaged in sanitary sewer maintenance and construction work. Work requires professional and technical knowledge in all phases of wastewater collection system operation and maintenance including construction contract administration, engineering drawings and specifications, alignment and grade controls and sanitary sewer design standards and specifications. An employee of this class is responsible for coordinating, planning and inspecting the complete operation and maintenance program of a large sanitary sewer collection system and for reviewing all construction plans and detailed drawings and specifications of the sewer system to determine adequacy and compliance in meeting system requirements and standards. Planning, communication and effective leadership skills are critical in working with the community and staff. General leadership and supervision is received from the Public Utilities Coordinator with work being reviewed through operating reports and procedures and achievement of stated objectives. Supervision is shared over a large group of professional, technical, skilled and semi-skilled subordinates.

EXAMPLES OF WORK PERFORMED

Plans, directs, organizes, supervises and evaluates the work of subordinate supervisory and technical personnel involved in all phases of sanitary sewer collection and pumping system maintenance, such as construction work, cleaning, flushing and repairing sewer pipelines and appurtenances.

Plans and schedules maintenance programs for repair and maintenance of collection system mains, pumping stations, and related conveyance system structures and appurtenances.

Reviews and evaluates collected hydraulic flow data, pipeline structural loads, soils, internal television inspection reports and performance data; recommends sanitary sewer maintenance repair and improvement programs.

Technically reviews, comments, revises and recommends changes to project plans and technical specifications for proposed additions and modifications to the system.

Supervises the development of methods and procedures to increase efficiency of section construction and maintenance work; evaluates construction materials and methods for compliance with specifications; and assures that proper materials are provided for a given job.

Directs, coordinates and supervises the installation and use of new materials, methods and equipment in the collection system and related pumping station facilities; assists Public Utilities Coordinator in the development and review of design drawings and specifications for new and improved wastewater collection materials and pumping facilities; and recommends and specifies the most effective materials and equipment for proper operation and maintenance of facilities.

Initiates, develops and monitors employee technical skills and proficiency training and safety programs.

Directs and monitors section work, operations and programs to assure that daily work and equipment operations are conducted in a proper and safe manner and in compliance with Department and division rules, regulations and policy guidelines.

Prepares and assists in annual update and review of City's Comprehensive Plan and Wastewater Facilities Master Plan as these relate to collection, transportation and pumping system elements to provide for meeting goals of the Plan.

Initiates, directs and assists in communication and cooperation of work efforts and projects with

other City departments and divisions, agencies, private contractors and industries to achieve Department goals and objectives.

Maintains compliance with local, state and federal regulations; reviews and provides input on proposed and existing City specifications for construction ordinances, state and federal laws.

Supervises and participates in the preparation of comprehensive operational, cost and technical reports on collection, pumping and facility operations.

Prepares, recommends and assists in the preparation and implementation of annual capital improvements program and annual budget for the Wastewater Collection section; reviews and recommends expansion and replacement programs for six-year and twenty-year projected capital replacement and improvements program.

Develops supporting documentation and cost estimates for budget requests; reviews and approves purchase requests in order to monitor and control budget expenditures.

Assesses methods and measures to reduce groundwater infiltration and surface water inflow into the sanitary sewer system.

Plans, directs and coordinates section responses in emergency situations.

Develops, reviews, refines and maintains computerized database of records for sewer stoppages, cleaning and internal video inspection activities, settlements and repairs.

Develops, refines and monitors preventive and corrective maintenance programs for collection, pumping and conveyance pipelines, facilities and related appurtenances; travels to such facilities on a regular and frequent basis to review and inspect facilities and program operations.

Performs personnel management responsibilities, including performing annual employee job performance evaluations and appraisals.

Performs requested and related work as required.

DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the operating processes and practices involved in the management, operation and maintenance of large wastewater collection, pumping and conveyance systems.

Thorough knowledge of the materials, methods, practices and equipment involved in the maintenance, construction, and repair of sanitary sewer systems, including corrosion control and chemical treatment programs and facilities.

Thorough knowledge of the safety hazards and necessary safety precautions connected with sanitary sewer collection system facility operations and maintenance activities.

Thorough knowledge of the professional principles and technical practices of engineering and hydraulics as applied to wastewater collection facilities planning, construction, operation and maintenance, and repair methods.

Thorough knowledge of bacteriological and chemical processes that occur in wastewater collection, pumping and transportation systems.

Thorough knowledge of computers and computer applications for collection system monitoring of flows, maintenance, database and related records keeping systems.

Considerable knowledge of effective supervisory techniques, methods of management, organization and administrative policies and procedures.

Considerable knowledge of electronic and computerized supervisory control and data acquisition

systems and hydraulic flow measurement equipment and systems for collection systems.

Considerable knowledge of the sources of applicable technical information and the ability to use such information effectively.

Considerable knowledge of local, state and federal regulations and regulatory agencies applicable to the operation and maintenance of wastewater collection and pumping facilities and systems.

Ability to represent the owner in capital construction maintenance or repair projects.

Ability to interpret and apply rules, regulations and policies and to make decisions in accordance with established precedent.

Ability to analyze administrative and technical problems and situations and to present appropriate facts and recommendations concisely in written or oral form.

Ability to plan, coordinate, assign and evaluate the work of subordinate supervisory personnel.

Ability to maintain accurate records and prepare clear and comprehensive written technical and administrative reports.

Ability to establish and maintain effective working relationships with City officials, employees, contractors and the general public.

Ability to communicate effectively both verbally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in civil, mechanical, chemical, environmental or sanitary engineering, plus considerable management and administrative level experience in sanitary sewer collection system facilities planning, maintenance, construction and repair activities, heavy equipment operations, biological and chemical treatment systems, supervisory control and data acquisition systems, hydraulic flow monitoring systems, and the operation of large wastewater pumping and force main systems.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in civil, mechanical, chemical, environmental or sanitary engineering, plus considerable experience in wastewater facilities planning, collection, and pumping systems, construction and maintenance activities including considerable experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid State of Nebraska drivers license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Registration as a Professional Engineer by the State of Nebraska. If registered in another state, must obtain Nebraska registration within one year of appointment.

Approved by:

Department Head

Personnel Director

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